

MICROSOFT POWERPOINT 2013 ADVANCED TRAINING

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COURSE LENGTH: 1.0 DAYS

PowerPoint 2013 has a new user interface and other improved features that make it easier to create and share presentation documents. The Microsoft PowerPoint 2013 Advanced Training course teaches you the more advanced features of the application.

After completing this course, you will have learned to: use alignment and smart guides, text fill and outline, the Research Task Pane and slide masters, add text effects, sound and video clip, modify rows and columns, use proofing and translating tools, share the presentation and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT POWERPOINT 2013 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

PowerPoint 2013 is the world's premier presentation software. PowerPoint 2013 comes with a new landing screen, which makes launching and creating of documents easier than in previous versions. It includes an improved Presentation View and user interface.

During this training course, participants work with shapes, pictures, text boxes, tables, audio, video, research tools, slides, and more. The course provides a deep understanding and use of all the advanced features of the application.

OUTCOMES

This extensive training course helps participants develop advanced skills in PowerPoint 2013, so that they gain mastery over it.

After completing this course, participants will have learned to:

- ▶ Use smart guides
 - ▶ Use text fill and outline
 - ▶ Add text effects
 - ▶ Insert SmartArt
 - ▶ Use alignment guides
 - ▶ Align and distribute objects
 - ▶ Format a table
 - ▶ Add a sound and video clip
 - ▶ Record audio
 - ▶ Modify rows and columns
 - ▶ Check spelling
 - ▶ Use the Research Task Pane
 - ▶ Use proofing and translating tools
 - ▶ Prepare their presentations
 - ▶ Use slide masters
 - ▶ Share their presentations
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MODULES

Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

Lesson 2: Inserting Audio and Video

- ▶ Adding a Sound Clip
- ▶ Recording Audio
- ▶ Adding a Video Clip
- ▶ Module Seven: Review Questions

Lesson 3: Working with Shapes

- ▶ Inserting a Shape
- ▶ Using the Drawing Tools Tab
- ▶ Using Shape Fill and Outline
- ▶ Using Shape Effects
- ▶ Using Smart Guides
- ▶ Module Two: Review Questions

Lesson 5: Working with Text Boxes and Pictures

- ▶ Inserting a Text Box
- ▶ Resizing, Moving, and Deleting an Object
- ▶ Using Picture Styles
- ▶ Using Text Fill and Outline
- ▶ Using the Color-Matching Eyedropper
- ▶ Adding Text Effects
- ▶ Module Three: Review Questions

Lesson 7: Adding SmartArt

- ▶ Inserting SmartArt
- ▶ Using the SmartArt Tools Tabs
- ▶ Adding Text to SmartArt
- ▶ Resizing, Moving, and Deleting SmartArt
- ▶ Module Four: Review Questions

Lesson 9: Advanced Drawing Tasks

- ▶ Using Alignment Guides
- ▶ Rotating and Flipping Objects
- ▶ Aligning and Distributing Objects
- ▶ Ordering Objects
- ▶ Grouping Objects
- ▶ Module Five: Review Questions

Lesson 11: Adding Tables

- ▶ Inserting a Table
- ▶ Adding Text to a Table
- ▶ Using the Table Tools Tabs
- ▶ Modifying Rows and Columns
- ▶ Formatting a Table
- ▶ Module Six: Review Questions

Lesson 4: PowerPoint's Research Tools

- ▶ Checking Spelling
- ▶ Using the Research Task Pane
- ▶ Using the Thesaurus
- ▶ Using Translation ScreenTips
- ▶ Setting the Language
- ▶ Module Eight: Review Questions

Lesson 6: Preparing for Your Presentation

- ▶ About Presenter View
- ▶ Adding Notes to Slides
- ▶ Viewing the Notes Page
- ▶ Printing Notes
- ▶ Creating Handouts
- ▶ Module Nine: Review Questions

Lesson 8: Using Slide Masters

- ▶ Switching to Slide Master View
- ▶ Using the Slide Master Tab
- ▶ Creating a Slide Master
- ▶ Applying a Slide Master
- ▶ Editing a Slide Master
- ▶ Using Master Guides
- ▶ Module Ten: Review Questions

Lesson 10: Advanced Presentation Tasks

- ▶ Inviting People
- ▶ Presenting Online
- ▶ Creating a Custom Show
- ▶ Recording Your Show as a Video
- ▶ Packaging Your Presentation for CD
- ▶ Module Eleven: Review Questions

Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Review of Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)

